

## STAGE 1 ACADEMIC APPEAL FORM

STRICTLY PRIVATE AND CONFIDENTIAL

REQUEST FOR A REVIEW OF AN ASSESSMENT BOARD DECISION or MITIGATING CIRCUMSTANCES BOARD DECISION (ACADEMIC APPEAL)

### IMPORTANT – PLEASE READ THIS SECTION CAREFULLY

Students may only appeal against a final ratified assessment result that has been confirmed by an Assessment Board. **Students may not appeal against provisional results.**

Any application for appeal must be received within **15 working days of the publication of the decision which is being appealed.** In the event of late publication of results, the deadline for appeals will be fifteen working days from the revised date of publication.

**Late applications will not be considered.**

You must continue to abide by the decision of the Assessment Board, including completion of any reassessment (re-sit) requirements specified by the Board, pending the outcome of your case.

The regulations regarding requests for review (academic appeals) can be found in Section 16 of the Handbook of Academic Regulations, which are available online at [www.westminster.ac.uk/academic-regulations](http://www.westminster.ac.uk/academic-regulations)

**You are strongly advised to seek guidance from the Students Union before you submit your appeal.**

**Appeals will only be considered on the grounds for review as set out below and when they are submitted within the deadline. Incomplete forms will not be investigated.**

**1. You may not appeal against the academic judgement of your assessors.**

You may not appeal against the academic judgement of your assessors and may not therefore challenge marks or the final classification awarded by an Assessment Board. If you believe that an error has been made in the recording of any module mark, this should be raised with the relevant Campus Registry Office as a *results enquiry*.

**2. If you wish to raise matters relating to course provision or delivery, do not use this form. Please follow the complaints procedure guidelines available online at [www.westminster.ac.uk/student-complaints](http://www.westminster.ac.uk/student-complaints).**

**3. Late claims for Mitigating Circumstances (MCs) should be submitted to your Campus Registry Office using an MC Claim Form. They will be considered by the next scheduled MC Board.**

Where a claim for MCs has been rejected for the first time because of insufficient or inadequate documentary evidence, a student should resubmit their second claim to a later Mitigating Circumstances Board, but only if they are providing additional documentary evidence.

**SECTION 1 – YOUR DETAILS**

**Full name:** .....

**Student Registration Number:** .....

**College:** .....

**School:**.....

**Course Title:** .....

**Modules affected:** .....

**Address for appeal correspondence:** .....

.....

.....

**Personal Email Address:** .....

**SECTION 2 – GROUNDS FOR APPEAL**

Please indicate by ticking the boxes below the grounds under which you are making your appeal:

a) there has been a material irregularity in the assessment process;

b) there has been a material irregularity in the conduct of the mitigating circumstance process

A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

**SECTION 3 – EVIDENCE**

**Please list below the authentic independent documentary evidence you are enclosing with this appeal application.**

A decision will be made based upon the evidence submitted with this form but in order to fully investigate your case, additional information submitted to Mitigating Circumstances Boards or Assessment Board records may be considered as appropriate. All evidence must be included at the time of submission.

---

**SECTION 4 – STATEMENT**

**You must state clearly the reason why you are appealing, under which grounds, and give specific details of the alleged irregularity. Please continue on a separate sheet if necessary.**

**Please be assured that any information you give us will be treated sensitively and in the strictest confidence.**

---

**How do you propose your appeal can be resolved to your satisfaction?**

If an appeal is upheld the decision will be in line with the Handbook of Academic Regulations. Normally the appeal process cannot alter or amend published regulations.

---

**SECTION 5 – DECLARATION**

Please ensure that you have completed all sections of this form and then return it via post or email to:

**Academic Standards Manager  
Academic Standards  
Academic Registrar’s Department  
University of Westminster  
Cavendish House  
101 New Cavendish St  
London W1W 6XH**

**Email:** [academicstandards@westminster.ac.uk](mailto:academicstandards@westminster.ac.uk)

Your request for an academic appeal will be acknowledged in writing.

**Important:**

- This form and supporting evidence can only be considered if it is submitted to the above address.
- It is the student’s responsibility to obtain his/her results as soon as they are published online.
- Make sure that you keep a copy of this form and all evidence submitted.

**Please sign and date the form after completing the following checklist:**

- Have you selected the grounds you are appealing under?
- Have you included all documentary evidence to be considered?
- Have you explained why you are submitting an appeal?
- Is your claim being submitted within the published deadline? If not please explain why.

**Name:** .....

**Date:** .....